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MEMORANDUM FOR: ASSISTANT DIRECTOR FOR POLICY COORDINATION, Da Coy

13/03/78

SUBJECT: Data Required by OTR For Effective Accomplishment of Training Mission.

- References:
- a. Memorandum, 13 Dec 51, from DD/P to D/TR, subject "Effects of Wartime Role of CIA on the Mission of Training".
 - b. Memorandum, 8 April 52, from ADPC to D/TR, subject same as reference a above.

1. The estimated strength of OPC stated in terms of U.S. operational personnel projected from D-day to D/24 months is contained in paragraph one, reference b above. Its principal value to this office is that it indicates the order of magnitude of the expansion program envisioned by OPC under wartime conditions.

2. The following information is submitted in response to paragraph 3 of reference b above, with a view to providing your office with guidance as to the type of data considered necessary for constructive planning and effective accomplishment of the training mission.

3. The Office of Training (Special) has established four functional training programs. They are:

- a. The Basic Training Program - which includes training in the basic principles and techniques required by intelligence officers who are to engage in any phase of clandestine operations whatsoever.

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4. Each of these programs is currently conducted within the limits set by the capabilities of available instructor personnel; the training facilities available; the knowledge held by TR(S) of current operational concepts, doctrine and objectives; and the availability of relevant training material.

5. Each of these programs is directly integrated with the operational requirements of one of the covert offices of CIA, and any modification of existing training programs or the addition of further courses of instruction must necessarily be contingent upon a clear statement of requirement as well as necessary support in the form of funds, personnel and facilities.

6. The type of requirement statement which will afford the Office of Training a basis for constructive planning and effective accomplishment of mission should cover the following aspects of the problem:

a. An estimate of time to be allotted trainees to attain established levels of efficiency demanded by their projected assignments;

b. An estimate of the projected monthly enrollment of personnel from your office in training programs, as defined in paragraph 3 a, b, c or d above;

c. Specifically, with respect to 3 b, an estimate of the number of trainees from your office who will require specialized training in each of the functional fields of the covert offices.

7. It should be noted that present capabilities of the Office of Training (Special) are not sufficient to cope with the projected increase of trainees indicated in reference memorandum b. Experience indicates that even when adequate guidance, competent TR(S) senior personnel, and other basic facilities are available, a period of at least one year would be required for the development of instructor personnel, training materials and training facilities, if substantial modification of existing programs prove to be necessary.

8. It is desired that this office be provided with a re-statement of your requirements at the earliest opportunity.

MATTHEW BAIRD
Director of Training

typed
23 April 1952

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